



Finance and Administrative Services Department • Purchasing Division
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • 650-903-6324 • FAX 650-968-5472

JULY 19, 2010

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

The City of Mountain View invites your submittal of a proposal to provide the above-referenced goods and/or services according to the attached specifications, terms and conditions. Please complete this proposal as instructed below and return to the City at the address specified below and by the date due for proposal submittals.

TO: Chris Hartje, Supervising Buyer
City of Mountain View
500 Castro Street
Mountain View, CA 94041
or
P.O. Box 7540
Mountain View, CA 94039-7540

The undersigned proposes to furnish to the City of Mountain View goods and/or services as defined herein for the prices shown herein in accordance with the specifications, terms and conditions attached hereto.

This Request for Proposals includes the following sections:

- Section 1: Instructions for Submitting Bids (Pages 1-2)
- Section 2: Terms and Conditions (Pages 3-9)
- Section 3: References (Pages 10-11)
- Section 4: Specifications (Pages 12-15)
- Section 5: Price Schedule (Pages 16-19)

SECTION 1: INSTRUCTIONS FOR SUBMITTING RESPONSES

1. **Date Due:** 4:00 PM, THURSDAY, JULY 29, 2010
2. **Preproposal Conference/Walk-Through:**
☐ Required ☒ Not Required
3. **Questions:** Call the person named above at (650) 903-6324 for questions regarding this proposal process.
4. **Reply Format:** The entire proposal form, including all attachments, must be returned by the due date to the above address. Vendors must submit three (3) copies of the proposal. Please minimize the bulk of your proposal by only submitting one (1) copy of standard brochures and materials. You are free to organize your proposal as you wish, as long as it includes the requested information and all of the forms included in this Request for Proposals (RFP) are completed as required. Vendors must number all pages of any attachments to the RFP and reference page and paragraph number of the RFP for all comments to the RFP. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in this Request for Proposals. Alternative approaches will be given consideration if the approach clearly offers increased benefits to the City.

The proposal must include at least five (5) references of recent similar work experience, preferably for city governments. These references must include a contact person, phone number, length of time with the reference and brief description of the work/deliverables performed. The proposal must also include the Vendor's: most recent audited financial statements; number of years in business; description of any current ongoing litigation and who the litigation is with; number of employees in Northern California (listed by type of job category); business organization chart; ownership of your company; resumés of owner, president and/or top managers; and particular information regarding the individual who will be responsible for the work/deliverables requested in this RFP.

5. **Responsiveness and Selection Process:** The decision for selection will be made on a combination of criteria, including: total cost (including ongoing operating costs) and proposed value; similar successful experience; project management approach; technical merit; documented experience of employees to be involved with this service; quality and completeness of proposal; proof of warranty and repair services; degree and number of exceptions to specifications; proof of equivalency; flexibility and ability to be proactive; Vendor's ability to start the required services

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

in a timely fashion; perception of company stability; and, if requested, oral presentation and tour of current similar work sites.

The City reserves the right to reject any and all proposals or to waive any minor errors, discrepancies or irregularities. The selection will be at the discretion of the Administrative Services Manager and may be made in any manner that best meets the needs of the City.

6. **Proposed Contract:** If one of the attachments to this RFP is a proposed contract, then the City intends to use the contract form in awarding this RFP. Vendors should review the terms and conditions contained in the contract and must note any exceptions, additions or modifications they would propose. Blanket substitution of the Vendor's standard contract for the City's proposed contract will not be permitted. If there is no attachment of a proposed contract, then the City plans to use the terms and conditions listed herein. If the Vendor desires to include additional terms and conditions, those terms and conditions to be added must be included in the Vendor's proposal and must be in a format easily readable by the City, to be at least 12-point type in black ink on white paper.

SECTION II: TERMS AND CONDITIONS

1. **Payment Terms:** The City's payment terms are, at a minimum, net thirty (30) days after acceptance of service or delivery of goods. The Vendor's invoice must easily match the unit prices listed in this bid and must include the Vendor's Social Security number or Federal Tax I.D. number. Vendors may offer discounted payment terms and those should be listed on the Vendor's response.
2. **Time of Delivery/Completion:** Time is of the essence on this purchase order. The Vendor shall deliver all of the goods or complete all of the services called for under this proposal within the number of working/calendar days or by the date specified for completion in this proposal, unless the delays are caused by the City or by acts of God. Failure to deliver on time shall be grounds for termination of this Agreement or invoke "Liquidated Damages" if required below.
3. **Freight Charges:** All prices bid shall include all freight costs and ownership transfers to the City at the City's location and are F.O.B. destination to the designated locations. Freight, if quoted separately, shall be prepaid and added to the invoice with ownership transferring to the City when delivery is completed to the City's location.
4. **Liquidated Damages:**

☒ Required ☐ Not Required

If required, it is agreed by the Vendor that if the goods or services are not delivered complete, as called for in this proposal, damages will be sustained by the City, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the City will sustain in the event of and by reason of such delay; and it is, therefore, agreed that the Vendor will pay to the City the sum of Three Hundred Fifty Dollars (\$350) per day for each and every calendar day's delay in finishing the work in excess of the number of working or calendar days prescribed or in excess of the date specified for completion or delivery of the goods or services, whichever is applicable in this Proposal; and the Vendor agrees to pay said liquidated damages as herein provided; and in case the same are not paid, agrees that the City may deduct the amount thereof from any moneys due or that may become due the Vendor under this proposal.

Partial payments paid to the Vendor after the scheduled completion dates shall not be constituted as a waiver of the City's right to assess liquidated damages.

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

5. **Firm Prices:** All quotes will be held firm for a minimum of thirty (30) days after the proposal due date listed above to allow adequate time for the City to consider each proposal and make an award. All blanks for unit price and total price shall be completed. Any discrepancy between the unit price and the extended or total price shall be determined by taking the lower price. Upon receipt of this proposal by the City, the Vendor shall be presumed to be thoroughly familiar with all the aspects of this proposal, including installation sites and all specifications and requirements of this proposal. The failure or omission to examine any location, equipment, form, instrument or document shall in no way relieve Vendor from any obligation in respect to this proposal.
6. **Warranty:** The delivered or installed goods, equipment or services shall be warranted to be free from defects in materials and workmanship. The warranty period shall begin upon acceptance by the City. As a minimum, all goods, equipment and services shall be warranted to operate satisfactorily in accordance with the requirements of these specifications, the representations of the Vendor and the published specifications of the manufacturer(s) for a period of at least one (1) year. Any defective goods, equipment or services shall be replaced or repaired within three (3) days at the City's location during the warranty period at no expense to the City.
7. **Prevailing Wages:**

☐ Required ☒ Not Required

If required, notice is hereby given that the latest general prevailing rate of per diem wages, as determined by the Director or the Department of Industrial Relations, State of California, is to be paid to the various craftsmen and laborers employed in the construction of this project and is made a part of the specifications and contract for this project.

Reference is hereby made to copies of the general rate of per diem wages as determined by the Director of the Department of Industrial Relations on file in the Department of Public Works, City of Mountain View, which are available to any interested party.

For failure to pay the prevailing wages, the contractor shall forfeit, as a penalty, to the City, Fifty Dollars (\$50) for each workman for each calendar day or portion thereof who is paid less than the stipulated prevailing wage for work done under this contract, in violation of the provisions of the Labor Code, Sections 1770 to 1780, inclusive. In addition to said penalty, the contractor, or subcontractor, shall pay to each worker the difference between the prevailing wage and the amount

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

paid to said worker for each calendar day for which said worker was paid less than the prevailing wage.

8. **MSDS:** General Industrial Safety Order 5195 requires Material Safety Data Sheets (MSDS) be supplied, for all applicable items, with the initial delivery.
9. **Licensed Contractor:** All contractors bidding on work requiring a State of California Contractor's License must state under penalty of perjury that they are a licensed contractor by listing their license number, date of expiration, type of license and description of that type of license.

Contractor's License No.: _____

Date of Expiration: _____

Type of License: _____

Description of License: _____

10. **Ownership and Collusion – Financial Interest by City Employees:** The bidder certifies, by signing this proposal, that he/she has not, directly or indirectly, been collusive with any other vendor or anyone else interested in this proposal. Additionally, the Vendor stipulates that no City officer or employee shall be financially interested, either directly or indirectly, in any contract, sale, purchase or lease to which the City is a party, and the Vendor stipulates that no City officer or employee has greater than five percent (5%) ownership in this company, as per Section 706 of the City of Mountain View Charter.
11. **Independent Contractor:** It is agreed that the Vendor is an independent contractor, and all persons working for or under the direction of the Vendor are Vendor's agents, servants and employees, and said persons shall not be deemed agents, servants or employees of the City.
12. **Assignment:** This Agreement, nor any part of this Agreement, may be assigned without the written consent of the other party.
13. **Termination:** The City may terminate this Agreement at any time with ten (10) days' written notice. The City will only pay for goods or services ordered and accepted by the City. Any payments made in advance will be returned to the City on a prorated basis, with the City only paying for those services actually provided.
14. **Funding Out Clause:** The City may terminate this Agreement every June 30, based upon the City Council not funding the purchase of goods or services to be provided in this Agreement after each July 1.

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

15. **Nondiscrimination.** The Vendor shall afford equal employment opportunities for all persons without discrimination because of race, color, religion, sex, sexual orientation, political affiliation, national origin, ancestry, age, marital status or physical or mental disability.
16. **Applicable Laws and Attorneys' Fees:** This Agreement shall be construed and enforced pursuant to the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision herein, the prevailing party of such action shall be entitled to reasonable attorneys' fees, court costs and such other costs as may be fixed by the court. Reasonable attorneys' fees of the City Attorney's Office, if private counsel is not used, shall be based on comparable fees of private attorneys practicing in Santa Clara County.
17. **Subcontractors:** The City prefers a proposal with a single or primary vendor. If you propose a multi-vendor or subcontracted approach, clearly identify the responsibilities of each party and the assurances of performance you offer. The Vendor is the prime contractor and is solely responsible for all of the Vendor's subcontractors.
18. **Insurance:**
 - a. **Commercial General Liability/Automobile Liability Insurance:** The Vendor shall obtain Commercial General Liability insurance and Automobile Liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit. The Vendor's insurance coverage shall be written on an occurrence basis.
 - b. **Professional Liability Insurance:**

☐ Required

☒ Not Required

If required, the Vendor shall obtain Professional Liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. Professional Liability insurance must be maintained and evidence of insurance shall be provided to the City for at least three (3) years after completion of work.
 - c. **Workers' Compensation Insurance:** The Vendor shall obtain statutory Workers' Compensation insurance and Employer's Liability insurance in the amount of One Million Dollars (\$1,000,000) per accident.

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

- d. Acceptability of Insurers: Insurance is to be placed with insurers with a current *Best Rating* of A:VII unless otherwise acceptable to the City.
- e. Verification of Coverage: Insurance, deductibles or self-insurance retentions shall be subject to the City's approval. Original Certificates of Insurance with endorsements shall be received and approved by the City before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to the City or increase the duration of the project.
- f. Other Insurance Provisions:
 - (1) The City of Mountain View, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 for Commercial General and Automobile Liability coverage.
 - (2) For any claims related to this project, the Vendor's insurance coverage shall be primary and any insurance or self-insurance maintained by the City, its officers, officials, employees and volunteers shall not contribute to it.
 - (3) Each insurance policy required shall be endorsed that a thirty (30) day notice be given to the City in the event of cancellation or modification to the stipulated insurance coverage.
 - (4) In the event the Vendor employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of the Vendor to ensure that all subcontractors comply with the same insurance requirements that are stated in this Agreement.
 - (5) Approval of the insurance by City or acceptance of the Certificate of Insurance by City shall not relieve or decrease the extent to which Vendor may be held responsible for payment of damages resulting from Vendor's services or operation pursuant to this Agreement, nor shall it be deemed a waiver of City's rights to insurance coverage hereunder.
 - (6) If, for any reason, Vendor fails to maintain insurance coverage that is required pursuant to this contract, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this contract and obtain damages from Vendor resulting from said breach.

Alternately, City may purchase such required insurance coverage, and without further notice to Vendor, City may deduct from sums due to Vendor any premium costs advanced by City for such insurance.

19. **Hold Harmless:**

a. If Professional Liability Insurance **IS** required:

Vendor hereby agrees to and shall indemnify, defend and hold City, its officers, agents and employees harmless from any liability for damage or claims for damage for personal injury, including death and/or property damage, caused by negligent acts, errors or omissions in performance of professional services under this Agreement by Vendor or Vendor's contractors, subcontractors, agents or employees' operations under this Agreement. City shall cooperate reasonably in the defense of any action, and Vendor shall employ competent counsel, reasonably acceptable to the City Attorney.

b. If Professional Liability Insurance **IS NOT** required:

Vendor shall defend, indemnify and hold City, its officers, employees and agents harmless from any liability for damage or claims of same, including but not limited to personal injury, property damage and death, which may arise from Vendor or Vendor's contractors, subcontractors, agents or employees' operations under this Agreement. City shall cooperate reasonably in the defense of any action, and Vendor shall employ competent counsel, reasonably acceptable to the City Attorney.

20. **Reliance Upon Professional Skill:** It is mutually agreed by the parties that the City is relying upon the professional skill of the Vendor, and the Vendor represents to the City that its work shall conform to generally recognized professional standards in the industry. Acceptance of the Vendor's work by the City does not operate as a release of the Vendor's said representation.

21. **Extending Contract Pricing:** The successful Vendor will extend bid pricing as quoted herein to other political subdivisions (i.e., cities, counties, school districts, etc.).

☐ Yes ☐ No

If prices bid herein are offered to other political subdivisions, additional delivery charges, if any, must be negotiated between the political subdivision and the Vendor.

REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

22. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings (whether oral or written) between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. If the attachments or exhibits to this Agreement, if any, are inconsistent with this Agreement, this Agreement shall control.
23. **Signatures:** The undersigned understands and agrees that the conditions set forth in the instructions to vendors, the terms and conditions, the specifications, together with the proposal and any other documents submitted in response to the foregoing, shall form a part of and be construed with the purchase order/contract.

VENDOR:

Company Name

Street Address of Company

Signature of Officer

City, State, Zip

Printed Name of Officer

Telephone No./Fax No.

Title of Officer

Federal I.D. Tax Number

AS-10^(RFP)
(Rev. 7/12/05)

PROPOSER'S REFERENCES

The Proposer is **required** to provide a minimum of 5 references where work of a similar size and nature was performed within the 5 years. This will enable the City of Mountain View to judge the responsibility, experience, skill, and business standing of the Proposer.

REFERENCES

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
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REQUEST FOR PROPOSALS FOR PRINTING OF THE VIEW, NO. R110303

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____

Describe what product or service was provided:

Client Name: _____ Contact Name: _____
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_____ Fax Number: _____
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_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____

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Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____

Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____

Describe what product or service was provided:

**CITY OF MOUNTAIN VIEW
PUBLICATION OF THE VIEW
PRINTING SERVICE SPECIFICATIONS**

1. GENERAL

1.1 The City of Mountain View produces a newsletter for the residence of Mountain View approx 3 times per year. In general, the newsletter is made up of 4 individual publications including The View, The Resource, a Recreation Class Schedule, and an Annual City Report. These individual publications are generally produced separately, packaged together, sorted and bundled, and delivered to the Mountain View US Post Offices for bulk mail ECRWSS distribution. As a result of this request for quotation, the City intends to issue a blanket purchase agreement for a period of one (1) year, with the possibility of a second and third year extension.

2. TERM OF AGREEMENT

2.1 This agreement shall begin on the date the Vendor's offer is accepted by the City and shall continue for a one-year period, unless sooner terminated as provided herein. At its option, the City may extend this agreement for a second and third year period based on firm pricing as quoted herein.

2.2 This agreement shall be limited to the terms and conditions included in this Request for Quotation and the specifications listed herein unless expressly agreed otherwise in writing by the City.

2.3 The City reserves the right to cancel this agreement for poor performance, as judged solely by the City.

3. SELECTION AND AWARD CRITERIA

3.1 Selection of a vendor(s) will be based on demonstration of their ability to provide full-printing services at competitive prices, quality assurances, timely turn around, and superior customer service.

3.2 Selection of a vendor will also be based on a reasonable proximity of Vendor's production facilities to the City of Mountain View. The City desires a local Bay Area location to allow City Staff easy access for press checks and other on-site correspondence.

3.3 The City reserves the right to award this bid in any way that best meets the needs of the City.

4. PRICING AND QUANTITIES

4.1 The unit price list is intended to reflect all costs associated with the printing services as described herein and performed under this agreement. This includes all related shipping and handling cost associated with the procurement of materials and supplies; customer services; blue

**CITY OF MOUNTAIN VIEW
PUBLICATION OF THE VIEW
PRINTING SERVICE SPECIFICATIONS**

lines and press checks; reporting on work in progress; work orders and tracking tickets; post production finishing, sorting, labeling, delivery, invoicing and billing; and all other items associated with this agreement.

4.2 Bidders shall submit supplemental information for any costs not listed. Upon award, the City will not authorize payment for any costs not included in this bid unless written notice from vendor is received and approved by the City's Purchasing Division prior to commencing work.

4.3 The quantities listed are estimates of the City's annual needs and are listed for bid evaluation only. All blanks for unit prices shall be filled in. The City makes no guarantee to purchase any specific amount for any specific item. Actual usage will determine billing.

4.4 All prices shall include producing and submitting blue lines to the City for approval, as well as any small, correctable changes to the blue line, as needed. Significant changes requiring new artwork will be done at City's expense.

4.5 The City requires jobs to ship in the exact quantities ordered.

5. ARTWORK

5.1 The City will provide artwork in electronic formats or electronic file transfer protocol FTP. However, vendor must have ability to accept artwork produced in various graphics and desktop publishing applications. The City will endeavor to supply artwork in the format most suitable for each section and publication. Vendor shall develop and maintain industry standard technology, and shall assist the City with electronic transmissions and related issues, as needed.

5.3 Vendor shall have the capability to provide graphics services utilizing applications such as Adobe PhotoShop, Illustrator, Quark Xpress, and Indesign.

6. MATERIALS, QUALITY AND WORKMANSHIP

6.1 Unless specifically requested otherwise, paper must be recycled whenever possible. Recycled content shall meet or exceed the State of California's minimum requirements (not less than 50 % of its total weight consisting of 30 % secondary and 20% post consumer waste). In addition to State of CA standards, bidders are requested to also provide pricing information on higher recycled content, with up to 100% post consumer waste products. (Use separate pages and include samples with your bid responses.)

6.2 All materials shall represent the best quality for the brand specified. No substitutions will be allowed unless specifically approved by the City prior to starting the job. The City reserves the right to inspect and refuse materials not meeting these standards, as judged solely by the City. Any print job not meeting the material requirements may be returned to vendor without additional costs for replacement or any other additional charges. Vendor shall replace the print job within 72 hours of notice of non-conformance.

**CITY OF MOUNTAIN VIEW
PUBLICATION OF THE VIEW
PRINTING SERVICE SPECIFICATIONS**

6.3.1 Vendor shall only produce the City's print jobs by utilizing the skills of qualified Printing Technicians that have journeyman-level printing experience

6.4 Upon award, successful vendor shall provide prepress services and implement a quality control plan as part of this agreement.

6.5 Vendor shall assign a Supervisor or lead Printing Technician to the City's account in order to establish and maintain a consistent working knowledge of key issues and City personnel. This person shall be the main contact for all customer support services, and shall oversee all press checks and production runs.

6.6 In order to reduce the number of press checks required for each publication, Vendor shall produce The View and The Resource jobs together and/or during the same time period, if possible.

7. TIMELINESS

7.1 Regular business hours shall be defined as 8:00 Am. - 5:00 p.m., Monday through Friday, with the exception of legal holidays.

7.2 During regular business hours, Vendor shall pick-up jobs (artwork, specifications, blue lines, etc.) within one (1) working day of verbal and/or facsimile notification.

7.3 Within two (2) working days after receipt of job, Vendor shall produce a 'blue line' and deliver to City for approval. If minor changes to blue line are required, Vendor shall make corrections to blue line and resubmit to City within one (1) day.

7.4 Vendor shall schedule, produce and deliver completed print jobs within five (5) working days after receipt of approved blue line.

8. Job Tickets

8.1 Vendor will provide a ticket for each job. The ticket will list Vendor's job number, the order date, order quantity, job name, job description, job due date, contact person, blue line requirements, etc. A copy of the ticket will be left with the City's Representative at the time of job pick up.

9. INVOICING AND USAGE REPORTS

9.1 Vendor will invoice the City on a job-by-job basis. The invoice shall provide a detailed description of each job including paper, ink, and finishing specifications, an itemized description for each charge associated with that job, unit and extended prices, taxes and grand totals.

9.2 Sales tax will be paid on the print job net costs. Mailing services shall not accrue sales tax.

**CITY OF MOUNTAIN VIEW
PUBLICATION OF THE VIEW
PRINTING SERVICE SPECIFICATIONS**

10. PROPRIETARY ITEMS

10.1 All items bearing the title of, or identified as "City of Mountain View", "Mountain View Police Dept." or "Mountain View Fire Dept.", shall not be sold, given away, traded, or otherwise dispersed to any agency, vendor or persons not employed by the City of Mountain View without the express written consent of the City Manager or his designated representative.

11. MAIL PREPARATION AND DELIVERY

11.1 Vendor shall provide mail preparation services for jobs being mailed to approx. 40,500 resident, business, and PO Box addresses in Mountain View. The Post Office's Bulk Mail department requires each job to be bundled and tied into approx. 75-100 smaller bundles and labeled for each carrier's route walk sequence.

11.2 The Carrier Route Walk Sequence listing can be obtained from the Mtn. View Post Office. The Bulk Mail department can be reached at (650) 938-6930.

11.3 Deliveries will be made to two MV Post Office locations – first at the Main Office at 211 Hope Street to coordinate work and deliver approx 10,000 Newsletters, then to 1070 La Avenida Avenue to deliver the balance.

11.4 Additional copies of the job, if any, will be delivered as follows:

City Manager's Office – 500 Castro St, 3rd Floor
The View
The Annual Report

Public Works Department – 500 Castro St, 1st Floor
The Resource

Community Center – 201 S. Rengstorff Avenue
The Recreation Guide

PRINTING SERVICES - THE VIEW

For period of August 1, 2010 through July 31, 2011

VENDOR: _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. PRICE
		The quantities listed below are estimates of the City's annual usage and are listed for bid evaluation ONLY. The City makes no guarantee to purchase any specific quantity on any specific item. Actual usage shall determine billing.		
		The City will determine costs based on unit pricing, therefore, all blanks for unit prices must be filled in. Please calculate extended prices only where quantities are listed.		
		NOTE: Printers shall deliver to US Post Office 2 days prior to first day of month due date to residents.		
LOT	1	PRINTING, "THE VIEW", 41,500 copies, 17 1/2 x 11 1/2, 50# bright white bookstock, recycled, as per attached specifications.		
	Job	4 tab additional 1,000 copies @		
	Job	8 tab additional 1,000 copies @		
	Job	12 tab additional 1,000 copies @		
		LOT 1 NET TOTAL:		
LOT	2	PRINTING, "THE RESOURCE", 41,900 copies, 17 1/2 x 11 1/2, 50# bright white bookstock, recycled, as per attached specifications.		
	Job	4 tab additional 1,000 copies @		
	Job	8 tab additional 1,000 copies @		
		LOT 2 NET TOTAL:		
LOT	3	PRINTING, "THE RECREATION GUIDE", 42,500 copies, 17 1/2 x 11 1/2, 32# Rebrate, as per attached specifications.		
	Job	8 tab additional 1,000 copies @		
	Job	12 tab additional 1,000 copies @		
	Job	16 tab additional 1,000 copies @		
	Job	20 tab additional 1,000 copies @		
	Job	24 tab additional 1,000 copies @		
		LOT 3 NET TOTAL:		
LOT	4	PRINTING, "THE ANNUAL REPORT", 42,500 copies, 17 1/2 x 11 1/2, 50# bright white bookstock, recycled, as per attached specifications.		
	Job	4 tab additional 1,000 copies @		
	Job	8 tab additional 1,000 copies @		
		LOT 4 NET TOTAL:		

PRINTING SERVICES - THE VIEW

For period of August 1, 2010 through July 31, 2011

VENDOR: _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. PRICE
LOT	5	PRINTING, "EMERGENCY PLAN" booklet, 42,000 copies, 8 3/8 x 10 7/8, 60# Endurance offset text, recycled, as per attached specifications.		
	Job	16 page self-cover book		
		additional 1,000 copies @		
		LOT 4 NET TOTAL:		
LOT	6	ADDITIONAL WORK, as required, for each publication		
	hr	STRIPPING, per hour, typically no charge only if changes are required		
	Lot	STOP PRESS, fee for running Recreation Brochure, Annual Report, or Resource insert.		
	LOT	INSERT COSTS, for folding and stuffing of Recreation Brochure and Resource into The View. (3 pieces)		
	LOT	INSERT COSTS, for folding and stuffing of Recreation Brochure, Annual Report, and Resource into The View. (4 pieces)		
	LOT	INSERT COSTS, for folding and stuffing of Recreation Brochure, Annual Report, and Resource into The View. (5 pieces)		
	ea.	Film output (per page)		
	ea.	PLATE CHANGE, per four page, per color		
	M	BUNDLE FOR POST OFFICE by Route Sheets, cost per 1,000 copies		
	ea.	PICK-UP & DELIVERY - Pick up job specs, Deliver to 2 locations at MV Post Office Bulk mail areas.		
		LOT 5 NET TOTAL:		
		Pricing for The View to be published on a regular basis (3 issues), as per the attached specifications, for the period of August 1, 2008 through July 31, 2009.		
		GRAND TOTALS (Lots 1-5)		
		Vendors Printing Facilities proximity to the City of Mountain View:		

CITY OF MOUNTAIN VIEW
PRINTING SERVICES - THE VIEW
For period of August 1, 2010 through July 31, 2011

VENDOR: _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. PRICE
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CITY OF MOUNTAIN VIEW
TECHNICAL SPECIFICATION FOR PRINTING
THE VIEW
THE RESOURCE
RECREATION CLASS SCHEDULE
ANNUAL REPORT

The View (3 times a year)

The Resource (3 times a year)

The Recreation Guide (3 times a year)

The Annual Report (once a year)

Emergency Booklet (once)

Printing specs for *The View*

Quantity: 41,500

Size: 17-1/2 x 11-1/2 inches

Paper: 50# bright white bookstock, recycled

Ink: 2/2, black and 1 pms color

Collate and trim to 8.5x11

Binding: Book/newspaper format (no staple)

Proofs: 1 blueline to designer

Presscheck by designer

Price as a 4, 8, 12 page publication. Usually an 8-page publication.

Printing specs for *The Resource*

Quantity: 41,900*

Size: 17-1/2 x 11-1/2 inches

Paper: 50# bright white bookstock, recycled

Ink: 2/2, black and 1 pms color

Collate and trim to 8.5x11

Binding, Book/newspaper format (no staple)

Proofs: 1 blueline to designer

Presscheck

Price as a 4 & 8 page publication. Usually an 4-page publication.

Printed as an insert to The View.

*400 copies not inserted with The View

Printing specs for *The Recreation Guide*

Quantity: 43,000*

Size: 17-1/2 x 11-1/2 inches

Paper: 32# Rebrate

Ink: 2/2, black and 1 pms color

Collate and trim to 8.5x11

CITY OF MOUNTAIN VIEW
PRINTING SERVICES - THE VIEW
For period of August 1, 2010 through July 31, 2011

VENDOR: _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. PRICE
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Binding, Book/newspaper format (no staple)

Proofs: 1 blueline to Mountain View

Presscheck

Price as a 8, 12, 16 and 20 page publication.

20 page produced on 4pg wrap on 60# offset, 16 inside pg on 32# rebrite.

Printed as an insert to The View. Fall and winter issues are 8 pages;

spring/summer issue is 20 pages.

*Fall and winter issues require 500 extra copies not included in The View,

spring/summer issue requires 1,500 extra copies not included in The View.

Printing specs for *The Annual Report*

Quantity: 42,500*

Size: 17-1/2 x 11-1/2 inches

Paper: 50# bright white bookstock, recycled

Ink: Full color (cmyk)

Collate and trim to 8.5x11

Binding, Book/newspaper format (no staple)

Proofs: 1 blueline

Presscheck

Price as a 4 and 8 page publication. Usually an 8 page publication.

Printed once annually as an insert to The View.

*1000 copies not inserted with The View

Printing specs for *Emergency Plan Booklet*

Quantity: 42,000*

Size: 8 3/8 x 10 7/8 inches

Paper: 60# Endurance offset text, recycled

Ink: 2/2, black and 1 pms color

Collate and trim to 8.5x11

Binding: saddle stitch

Proofs: 1 blueline

Presscheck

Printed once as an insert to The View.

*1000 copies not inserted with The View